

CONTRACT SPECIALIST

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Manager of Design and Construction, the Contract Specialist provides overall coordination of contract scheduling for both major maintenance and major construction projects. The person in this position coordinates the projects, specifications, and design efforts of outside consultants with Milwaukee Public Schools' (MPS's) in-house personnel as well as implements the bidding schedule and other departmental initiatives.

ESSENTIAL FUNCTIONS:

- Provides and maintains the schedule for all construction and maintenance projects requiring design and bidding.
- Coordinates bid specifications for all activity related to repair, renovation, and construction of buildings and equipment.
- Prepares "Requests for Proposal" for construction related projects and professional services contracts.
- Updates and maintains MPS technical guide specifications.
- Prepares and distributes notification for preliminary and final reviews of contract documents.
- Schedules and oversees technical review of bid documents between in-house personnel and the architect and consultants.
- Prepares front-end and technical specifications on a project-by-project basis for all contracts.
- Prepares and forwards all addenda during the bidding process.
- Oversees submitted bid proposals for accuracy and legal requirements of the bidding process.
- Works directly with consultants to ensure that MPS guide specifications are utilized.
- Coordinates efforts of design consultants with in-house personnel for production of contract documents.
- Assigns work and coordinates activities of Architectural Designers and contract employees.
- Provides bid information and project requirements to departments for advertisement preparation.
- Provides written correspondence to contractors for notices to proceed, notices of delay, project closeout documentation, and issues related to performance.
- Seeks counsel from the MPS Contract Attorney on legal matters related to bidding and construction.
- Assumes responsibility for all written correspondence with general contractors and their sureties.
- Corresponds with the City of Milwaukee's Historic Preservation Commission when seeking approval of projects at designated historic school sites.
- Develops drawings and detail standards for building systems, such as roofing, masonry, and site work for use with in-house projects and formal bid documents.
- Assists maintenance shops with building code interpretations and plan review issues.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- The Contract Specialist may be exposed to dirty and dusty conditions for brief time periods.
- The person in this position must be willing to work outside standard business hours on occasion, including evenings and weekends.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in architectural engineering, construction management, or a related field from a college or university approved by the Accreditation Board for Engineering and Technology (ABET).
NOTE: Transcripts should be attached to the application or sent to Box CSMPS, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Student copies are acceptable.
2. Five years of experience as a project manager, architect, or construction administrator including substantial experience managing and performing contract enforcement or contract administration.
Equivalent combinations of education and experience may be considered.
3. Valid driver's license and the availability of a properly insured personal vehicle at the time of appointment and throughout employment.
4. Residency in the City of Milwaukee within one year of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Master's Degree in a related field. Coursework in contracts or construction law.
- Registration as a professional architect or professional engineer in Wisconsin.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of building and construction principles and practices.
- Knowledge of Construction Specifications Institute (CSI) and American Institute of Architects (AIA) documents, state statutes, bonding requirements, and prevailing wage requirements.
- Knowledge of purchasing, bidding, and contracts.
- Ability to read and interpret complex technical materials, including reports, specifications, proposals, and contracts and other legal documents.
- Ability to interpret and develop drawings and detail standards for building systems.
- Ability to evaluate various design and construction methods based on technical data, material history, and constructability.
- Analysis and problem-solving skills.
- Judgment and decision-making skills.
- Oral communication skills.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to interact effectively with diverse staff, administration, attorneys, outside consultants, vendors, other agencies, and the public.
- Ability to effectively coordinate and provide direction to staff assigned to projects.
- Organizational skills and the ability to produce quality work products while effectively managing multiple priorities and working within tight time constraints.
- Ability to carry out all activities with the highest of ethical standards.
- Proficiency with word processing, spreadsheets, and database management systems; familiarity with computer-aided design (CAD) software desirable.

CURRENT PAY RANGE IS: \$68,313-\$99,128 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 11, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.